

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

F

January ^{31,} ~~22,~~ 1923.

CIRCULAR NO. 111

FILE
P.L. GLADMON.

Federal Council of Citizenship Training

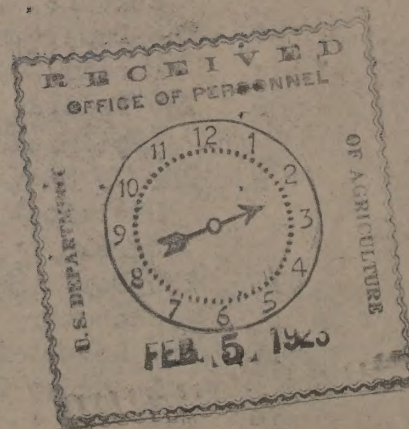
Attention is invited to the following Executive Order (No. 3773), promulgated by the President on January 12, 1923, under which the Department of Agriculture, among others, is given representation on the Federal Council of Citizenship Training:

EXECUTIVE ORDER.

There is hereby created the Federal Council of Citizenship Training. The membership of this Council shall consist of one representative and one alternate appointed as designated below from each of the following Federal offices:

1. The Department of the Interior, (Bureau of Education) appointed by the Secretary of Interior.
2. The War Department, (Operations & Training Division, General Staff) appointed by the Secretary of War.
3. The Navy Department, (Educational Section, Bureau of Navigation) appointed by the Secretary of Navy.
4. The Treasury Department, (Public Health Service) appointed by the Secretary of Treasury.
5. The Post Office Department, (Welfare Division) appointed by the Postmaster General.
6. The Department of Agriculture, (States Relations Service) appointed by the Secretary of Agriculture.
7. The Department of Labor, (Naturalization Bureau) appointed by the Secretary of Labor.
8. The Federal Board for Vocational Education, appointed by the Chairman of the Board.
9. The U. S. Veterans Bureau, (Rehabilitation Division) appointed by the Director of the Bureau.
10. The Department of State, appointed by the Secretary of State.
11. The Department of Justice, appointed by the Attorney General.
12. The Department of Commerce, appointed by the Secretary of Commerce.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.



An alternate may attend the meetings of the Council and shall attend whenever the member from his office is unable to be present.

The first meeting of the Council will be held on Friday, January 26, 1923, at 2 P.M., in Room 241, State, War and Navy Building. Subsequent meetings shall be held not less than once a month at times and places designated by the Council.

The Council shall elect its own officers and determine its own procedure. It shall not report as a body to any one Federal office; but each member shall report its findings and recommendations to his own Department head through usual channels for consideration and action.

The duties of the Council are to make constructive suggestions as to how the Federal offices may cooperate to secure more effective citizenship training, both in their own work and in cooperation with all other public and private agencies throughout the country. The facilities of all Federal offices shall be available as far as is practicable to further the work of the Council.

WARREN G. HARDING

The White House,
January 12, 1923.

(No. 3773)

The Secretary has designated Dr. A. C. True, States Relations Service, as the representative of this Department on this Council, and Mr. I. W. Hill, States Relations Service, as alternate.

W. A. J. [Signature]
Administrative Assistant.



An alternate may attend the meetings of the Council
and shall assume whatever the member from his office
is unable to do.

The first meeting of the Council will be held
on Friday, January 26, 1923, at 2 P.M., in Room 201,
State War and Navy Building. Subsequent meetings
shall be held not less than once a month at times
and places designated by the Council.

The Council shall elect five members and
determine its own procedure. It shall not report
as a body to any one Federal office; but each member
shall report its findings and recommendations to his
own Department head through usual channels for con-
sideration and action.

The duties of the Council are to make construc-
tive suggestions as to how the Federal offices may
cooperate to secure more effective citizenship training,
both in their own work and in cooperation with all
other public and private agencies throughout the
country. The facilities of all Federal offices shall
be available as far as is practicable to further the
work of the Council.

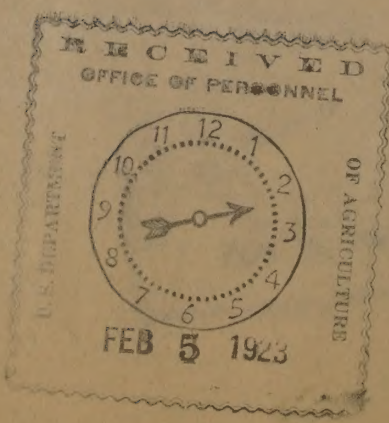
WARREN G. HARDING

The White House,
January 12, 1923.

(No. 3773)

The Secretary has designated Mr. A. C. Lane, States Relations
Service, as the representative of this Department on this Council,
and Mr. I. W. Hill, States Relations Service, as alternate.

[Handwritten signature]
Administrative Assistant



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 31, 1923.

CIRCULAR NO. 111

Federal Council of Citizenship Training

Attention is invited to the following Executive Order (No. 3773), promulgated by the President on January 12, 1923, under which the Department of Agriculture, among others, is given representation on the Federal Council of Citizenship Training:

EXECUTIVE ORDER.

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1. The Department of the Interior, (Bureau of Education) appointed by the Secretary of Interior.
2. The War Department, (Operations & Training Division, General Staff) appointed by the Secretary of War.
3. The Navy Department, (Educational Section, Bureau of Navigation) appointed by the Secretary of Navy.
4. The Treasury Department, (Public Health Service) appointed by the Secretary of Treasury.
5. The Post Office Department, (Welfare Division) appointed by the Postmaster General.
6. The Department of Agriculture, (States Relations Service) appointed by the Secretary of Agriculture.
7. The Department of Labor, (Naturalization Bureau) appointed by the Secretary of Labor.
8. The Federal Board for Vocational Education, appointed by the Chairman of the Board.
9. The U. S. Veterans Bureau, (Rehabilitation Division) appointed by the Director of the Bureau.
10. The Department of State, appointed by the Secretary of State.
11. The Department of Justice, appointed by the Attorney General.
12. The Department of Commerce, appointed by the Secretary of Commerce.

January 21, 1923

CIRCULAR NO. 111

Federal Council of Citizenship Training

Attention is invited to the following Executive Order (No. 777), promulgated by the President on January 12, 1923, under which the Department of Agriculture, among others, is given representation on the Federal Council of Citizenship Training:

EXECUTIVE ORDER

There is hereby created the Federal Council of Citizenship Training. The membership of this Council shall consist of one representative and one alternate appointed as designated below from each of the following Federal offices:

1. The Department of the Interior, (Person of Education) appointed by the Secretary of Interior.
2. The War Department, (Operations & Training Director, General Staff) appointed by the Secretary of War.
3. The Navy Department, (Educational Section, Bureau of Navigation) appointed by the Secretary of Navy.
4. The Treasury Department, (Public Health Service) appointed by the Secretary of Treasury.
5. The Post Office Department, (Welfare Division) appointed by the Postmaster General.
6. The Department of Agriculture, (State Relations Service) appointed by the Secretary of Agriculture.
7. The Department of Labor, (Naturalization Bureau) appointed by the Secretary of Labor.
8. The Federal Board for Vocational Education, appointed by the Chairman of the Board.
9. The United States Bureau of Rehabilitation, appointed by the Director of the Bureau.
10. The Department of State, appointed by the Secretary of State.
11. The Department of Justice, appointed by the Attorney General.
12. The Department of Commerce, appointed by the Secretary of Commerce.

An alternate may attend the meetings of the Council and shall attend whenever the member from his office is unable to be present.

The first meeting of the Council will be held on Friday, January 26, 1923, at 2 P.M., in Room 241, State, War and Navy Building. Subsequent meetings shall be held not less than once a month at times and places designated by the Council.

The Council shall elect its own officers and determine its own procedure. It shall not report as a body to any one Federal office; but each member shall report its findings and recommendations to his own Department head through usual channels for consideration and action.

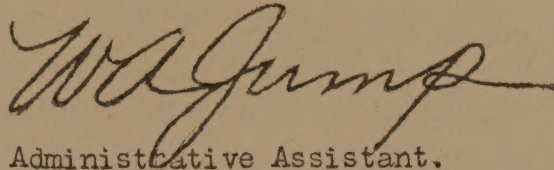
The duties of the Council are to make constructive suggestions as to how the Federal offices may cooperate to secure more effective citizenship training, both in their own work and in cooperation with all other public and private agencies throughout the country. The facilities of all Federal offices shall be available as far as is practicable to further the work of the Council.

WARREN G. HARDING

The White House,
January 12, 1923.

(No. 3773)

The Secretary has designated Dr. A. C. True, States Relations Service, as the representative of this Department on this Council, and Mr. I. W. Hill, States Relations Service, as alternate.

A handwritten signature in dark ink, appearing to read "W. A. Gump". The signature is fluid and cursive, with a long horizontal stroke at the end.

Administrative Assistant.

An alternate may attend the meetings of the Council and shall attend whenever the number from his office is unable to be present.

The first meeting of the Council will be held on Friday, January 26, 1923, at 2 P.M., in Room 241, State, War and Navy Building. Subsequent meetings shall be held not less than once a month at times and places designated by the Council.

The Council shall elect its own officers and determine its own procedure. It shall not report as a body to any one Federal office; but each member shall report the findings and recommendations to his own Department and through usual channels for consideration and action.

The duties of the Council are to make constructive suggestions as to how the Federal office may cooperate to secure more effective missionary training, both in their own work and in cooperation with all other public and private agencies throughout the country. The facilities of all Federal offices shall be available as far as is practicable to further the work of the Council.

WARREN G. HARDING

The White House,
January 12, 1923.

(No. 2773)

The Secretary has designated Mr. A. C. True, States Relations Service, as the representative of this Department on the Council, and Mr. I. W. Hill, States Relations Service, as alternate.


Administrative Assistant

JLW

File

S.R.S.

Please return to
States Relations Service
File Room

RECEIVED
JAN 24 1918
DEPT. OF WAR
OFFICE OF THE
SECRETARY

The Honorable,

The Secretary of War.

Dear Mr. Secretary:

I have received your letter of January 20, enclosing a copy of an Executive Order of the President creating a Federal Council of Citizenship Training, and designating the States Relations Service as the branch of this Department to be represented on this Council.

I therefore designate Dr. A. C. True, Director, States Relations Service, as the representative of this Department on this Council, and Mr. I. W. Hill, of the Office of Cooperative Extension Work, as alternate.

Dr. True will attend the first meeting of the Council which is called for January 26.

I assure you that this Department will heartily cooperate in the work of this Council, and I hope that it will be very successful in promoting more effective citizenship training throughout the country.

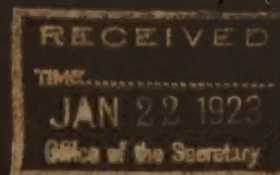
Sincerely yours,

Henry C. Wallace
Secretary.

INDEXED
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5RS
In reply refer to
G-3/5709

WAR DEPARTMENT.
WASHINGTON.



January 20, 1923.

Please return to
States Relations Service
File Room.

12
The Honorable,

The Secretary of Agriculture.

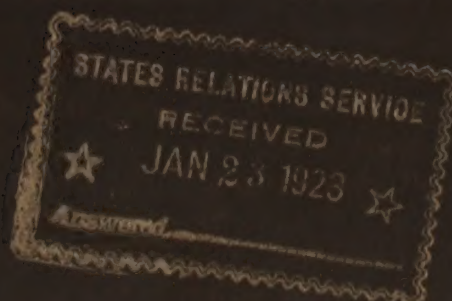
My dear Mr. Secretary:

The heads of the Government Departments having approved the proposal submitted to them in my letter of December 13, 1922, to ask the President to create by executive order a Federal Council of Citizenship Training, the enclosed executive order has been issued. The first meeting of the Council is called for January 26. I thank you for your cooperation in this matter and assure you that every effort will be made to have the new Council achieve the results that are expected of it.

Sincerely yours,

5RS
A handwritten signature in cursive script, appearing to read "John W. Weeks".
JOHN W. WEEKS,
Secretary of War.

1 encl.



Executive Order

There is hereby created the Federal Council of Citizenship Training. The membership of this Council shall consist of one representative and one alternate appointed as designated below from each of the following Federal offices:

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3. The Navy Department, (Educational Section, Bureau of Navigation) appointed by the Secretary of Navy.
4. The Treasury Department, (Public Health Service) appointed by the Secretary of Treasury.
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An alternate may attend the meetings of the Council and shall attend whenever the member from his office is unable to be present.

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WARREN G HARDING

THE WHITE HOUSE,
January 12, 1923.

[No. 3773.]

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

F

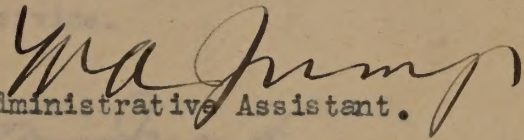
March 14, 1923.

CIRCULAR # 112

World's Dairy Congress.

FILE
P. L. GLADMON.

The Secretary has designated the Assistant Secretary of Agriculture to have charge of the expenditure of funds for making public the discussions and proceedings of the World's Dairy Congress to be held in this country in October, 1923. Funds for this purpose are made available in the Agricultural Appropriation Act for 1924 (page 5) under the general expense appropriation for the Extension Service.


Administrative Assistant.



DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

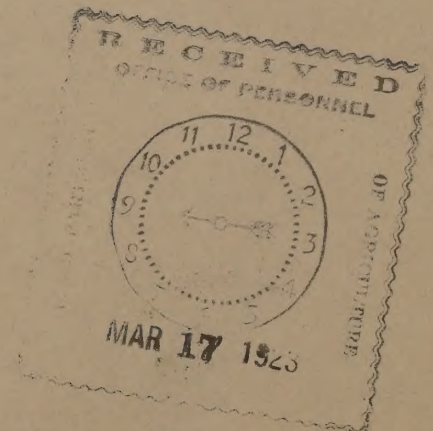
March 14, 1923

Circular #112

World's Dairy Congress.

The Secretary has designated the Assistant Secretary of Agriculture to have charge of the exhibition of dairy for making public the discussion and progress of the World's Dairy Congress to be held in this country in October, 1923. Funds for this purpose are made available in the Agricultural Appropriation Act for 1923 (page 5) under the general purpose appropriation for the Extension Service.

W. J. Fawcett
Assistant Secretary



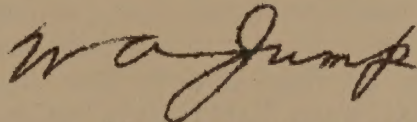
DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 14, 1923.

CIRCULAR NO. 112.

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A handwritten signature in dark ink, appearing to read "W. A. Jump". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Administrative Assistant.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

March 14, 1923.

CIRCULAR NO. 113FILE
P.L. GLADMON.Duties and Assignments of Unskilled Laborers.

The attention of the various bureaus, divisions, and offices, is invited to the civil service rules regarding the employment of unskilled laborers, which require that no unskilled laborer, whether serving under formal appointment or under letter of authorization, shall be assigned to a position the principal duties of which are of a classified nature, such as:

- Duties which require educational qualifications.
- Duties of watchman, messenger or similar position.
- Duties pertaining to the mechanical trades or other similar skilled occupations.
- Supervisory duties.
- Duties requiring dexterity or skill not likely to be possessed by the ordinary day laborer.

The Executive Order of April 21, 1909, provides that:

"Unclassified laborers may be assigned to classified work incidentally, but not as a part of their main work, in cases where such work can not be conveniently and economically done by classified employees, but never without the prior consent of the commission, obtained before such assignment, and with a view to the doing of the particular classified work in question by unclassified employees."

Cases falling within the provisions of this Executive Order should be taken up with the Chief Personnel Officer of the Department by the Chief of the Bureau proposing to make the assignment in question.

It is requested that Chiefs of Bureaus issue the necessary instructions, especially to field officials who are authorized to employ assistants outside of Washington, D. C., to insure the assignment of all persons appointed as unskilled laborers to work appropriate to their grade, and to prevent any possibility of their assignment to work of a classified nature, except as provided in the Executive Order of April 21, 1909, quoted above.

W. A. J. [Signature]
Administrative Assistant.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

March 14, 1933

CIRCULAR NO. 113

Rules and Regulations of Unskilled Laborers

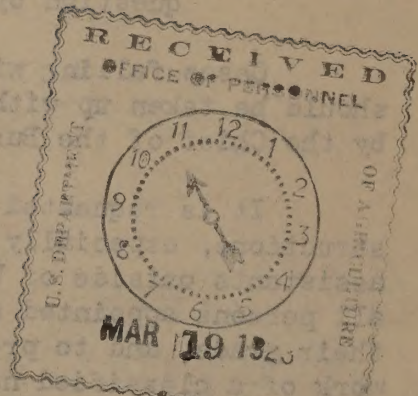
The attention of the various bureaus, divisions, and offices is invited to the civil service rules regarding the employment of unskilled laborers, which require that no unskilled laborer, whether serving under formal appointment or under letter of authorization, shall be assigned to a position the principal duties of which are of a classified nature, such as:

Positions which require educational qualifications.
Positions of watchman, messenger or similar position.
Positions pertaining to the mechanical trades or other similar skilled occupations.
Supervisory duties.
Positions requiring mastery of skill not likely to be possessed by the ordinary laborer.

This Executive Order of April 21, 1909, provides that:

"Unskilled laborers may be assigned to classified work incidentally, but not as a part of their regular work, in cases where such work can not be economically and economically done by classified employees, but never without the prior consent of the Commissioner, obtained before such assignment, and with a view to the doing of the particular classified work in question by unskilled employees."

Within the provisions of this Executive Order, the Chief Personnel Officer of the Department is authorized to make the assignment in question. That Chief of Bureau issues the necessary instructions to field officials who are authorized to employ unskilled laborers to work appropriate to prevent any possibility of their assignment to classified work, except as provided in the Executive Order of April 21, 1909, quoted above.



[Handwritten signature]
Administrative Assistant

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF PERSONNEL
WASHINGTON, D. C.

March 14, 1923.

CIRCULAR NO. 112

Defining Duties and assignments of Unskilled Laborers.

of which

The attention of the various bureaus, divisions, and offices, is invited to the civil service rules regarding the employment of unskilled laborers. No unskilled laborer, whether serving under formal appointment or under letter of authorization, shall be assigned to a position ~~where~~ the principal duties are of a classified nature, such as:

- Duties which require educational ~~requirements~~ ^{qualifications}.
- Duties of watchman, messenger or similar ~~work~~ ^{position}.
- Duties pertaining to the mechanical trades or other similar skilled occupations.
- ~~Duties in which the employees exercise~~ ^{Supervisory duties.}
- Duties requiring dexterity or skill not likely to be possessed by the ordinary day laborer.

An Executive Order of April 21, 1909, provides that:

"Unclassified laborers may be assigned to classified work incidentally, but not as a part of their main work, in cases where such work can not be conveniently and economically done by classified employees, but never without the prior consent of the commission, obtained before such assignment, and with a view to the doing of the particular classified work in question by unclassified employees."

to prevent any possibility of their assignment

Cases falling within the provisions of ~~the above~~ ^{this} Executive Order should be taken up by ~~the Chief of Bureau~~ with the Chief Personnel Officer of the Department.

It is requested that
Chiefs of Bureaus ~~should~~ issue the necessary instructions, especially to field officials who are authorized to employ assistants outside of Washington, D. C., ~~so that~~ all persons appointed as unskilled laborers ~~will be assigned to work appropriate to their grade, and not assigned to work of a classified nature, except as provided for in the Executive Order of April 21, 1909,~~ ^{quoted above.}

Ad. Asst.

by the Chief of the Bureau proposing to make the assignment in question.

to insure the assignment of

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF PERSONNEL

WASHINGTON, D. C.

CIRCULAR NO. 113

Reclassification and Assignments of Classified Laborers

The attention of the various bureaus, divisions, and offices is invited to the fact that the Department is now receiving applications for reclassification of laborers. It is requested that all laborers who are classified under the present system and who are desirous of being reclassified, should be assigned to a position where the principal duties are of a classified nature, such as:

Duties which require educational requirements.

Duties of watchman, messenger or similar work.

Duties pertaining to the mechanical trades or

other similar skilled occupations.

Duties in which the employee exercises supervision, direction,

control or other duties of a classified nature.

Duties requiring dexterity or skill not likely to be

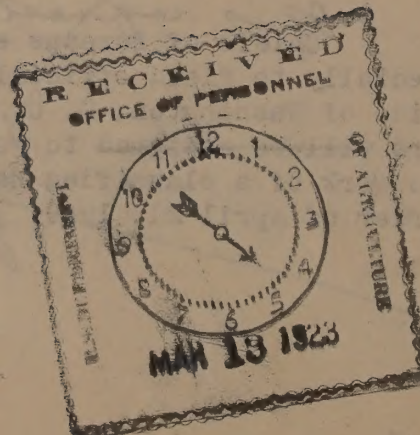
performed by the ordinary day laborer.

An Executive Order of April 21, 1909, provides that:

"Unclassified laborers may be assigned to classified work incidentally, but not as a part of their main work. In cases where such work can not be conveniently and economically done by unclassified employees, but where without the prior consent of the Commissioner, obtained before such assignment, and with a view to the doing of the particular classified work in question by unclassified employees."

Cases falling within the provisions of the Executive Order should be taken up by the Chief of Bureau with the Chief Personnel Officer of the Department.

It is requested that all laborers who are desirous of being reclassified, should be assigned to a position where the principal duties are of a classified nature, such as:



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 23, 1923.

CIRCULAR NO. 114.

Mailing of Pamphlets or Reports Accompanied
by Letters.

FILE
P.L. GLADMON.

In order to expedite and safeguard the movement through the mails of any report, pamphlet, or similar material with which it is necessary to enclose an explanatory letter, the containing envelope should be carefully sealed and the words LETTER MAIL conspicuously written or stamped on its face. In offices where material to be dispatched by post is separated into letter mail and package mail, pains should be taken to include in the former all envelopes sealed and marked as above.

An indiscriminate use of the "Letter Mail" notation, however, should be avoided. Only material accompanied by a communication clearly subject to letter-mail transmittal should be so treated.

John B. Bain
Administrative Assistant.

*Requisition drawn
3/24/23
H.*

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

March 14, 1923.

MEMORANDUM FOR MR. JUMP.

FILED
★ MAR 25 1923 ★
Please return to the
Secretary's File Room.

Dear Mr. Jump:

In connection with a matter recently under consideration in the Office of Inspection, it transpired that the Post Office does not handle as letter mail anything having the appearance of package mail, unless the package is plainly marked "letter mail." Since package mail is not handled with the same expedition as letter mail, would it not be well to issue instructions to our people in the Office of the Secretary that all pamphlet or package mail containing also letters of the Secretary shall be plainly marked "letter mail."

Very truly yours,

Inspector.

A C T

B
Yes & rest of Dept should be advised suggest you sign numbered circular
Alex. M. C. Ashley

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

March 14, 1933.

MEMORANDUM FOR MR. TOLSON

Dear Mr. Tolson:

In connection with a matter recently under consideration in the Office of Inspection, it has been noted that the Office does not handle as letter mail anything having the appearance of package mail, unless the package is plainly marked "letter mail." These package mails are not handled with the same expedition as letter mail, would it not be well to issue instructions to our people in the Office of the Secretary that all letters or package mail containing also letters of the Secretary should be plainly marked "letter mail."

Very truly yours,

[Handwritten signature]
Inspector.

A. C. T.



DEPARTMENT OF AGRICULTURE
WASHINGTON

March 24, 1923.

CIRCULAR NO. 115.

FILE
P.L. GLADMON.

Veteran Preference Under Civil Service.

The President on March 3, 1923, issued an Executive Order amending the Civil Service rules with reference to the granting of preference in appointment to Government positions of honorably discharged war veterans and their widows and disabled veterans and their wives, and the Civil Service Commission in promulgating this order has issued the following instructions to be observed in its execution:

"1. For eligibility, a rating of 70 per cent is required of all applicants. Veterans are given five points and disabled veterans ten points in addition to their earned ratings in examinations. In examinations where experience is an element of qualifications time spent in the military or naval service of the United States during the World War or the War with Spain shall be credited in an applicant's ratings where the applicant's actual employment in a similar vocation to that for which he applies was temporarily interrupted by such military or naval service but was resumed after his discharge. This will mean that the veteran's papers will be rated, giving due regard to his military service and that he will then have five points (or if a disabled veteran, ten points) added to his earned ratings and his name will be placed on the register with other eligibles in the order of his augmented rating. A non-veteran must earn a rating of 70, while a veteran who is not disabled must earn a rating of 65 to have his name entered on the register. A disabled veteran need earn a rating of only 60 per cent to have his name entered on the register.

"2. An appointing officer who passes over the name of a veteran and selects a non-veteran with the same or a lower rating from a certificate of eligibles must place his reasons for so doing in the Department's records.

Registration
drawn
3/24/23

DEPARTMENT OF AGRICULTURE
WASHINGTON



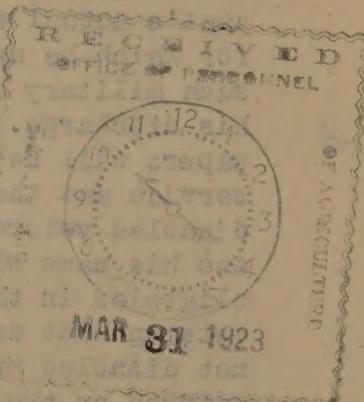
March 24, 1923.

CIRCULAR NO. 115.

Veteran Preference Under Civil Service.

The President on March 3, 1923, issued an Executive Order amending the Civil Service rules with reference to the granting of preference in appointment to Government positions of honorably discharged war veterans and their widows and disabled veterans and their wives, and the Civil Service Commission in promulgating this order has issued the following instructions to be observed in its execution:

"1. For eligibility, a rating of 70 per cent is required in all appointments. Veterans are given preference and disabled veterans ten points in addition to their earned rating in examinations. In examinations where there is an element of competition, those who served in the military or naval service of the United States during the World War or the War with Spain shall be credited in an applicant's rating with the equivalent of a similar rating in a similar vocation to that in which he was last regularly employed by the military or naval service and who remained after the war. This will mean that the veteran's rating shall be based on his rating in his military or naval service, and he will have five points for a rating of 70, ten points for a rating of 75, and so on. The rating will be placed on the register with other ratings in the order of his percentage rating. A veteran who is not disabled shall have a rating of 65 to have his name placed on the register. A disabled veteran shall have a rating of only 50 per cent to have his name placed on the register.



"2. An appointing officer who passes over the name of a veteran and selects a non-veteran with the same or a lower rating from a certificate of eligibility shall place his reasons for so doing in the Department's records.

"3. In the event of reductions being made in any part of the classified service, no person entitled to preference in original appointment shall be discharged or dropped or reduced in rank or salary if his record is good.

"4. The veteran is released from all age limitations, except for the positions of fireman and policeman of the District of Columbia, and is released from many of the physical requirements.

"5. The veteran is released from all requirements of the apportionment of appointments in the District of Columbia and among the States.

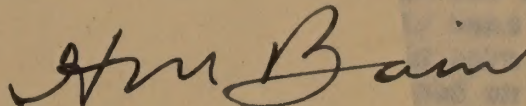
"6. The period of eligibility for reinstatement of a veteran, or an army nurse who served in time of war, or the widow of a veteran who was his wife while he was in the military service, is five years.

"7. Examinations are reopened to World War veterans who lost opportunity for examinations by being in the service, or by confinement in a Veterans' Bureau hospital, or to those undergoing vocational training, if they apply while in the service or within ninety days of discharge, recovery, or completion of training.

"The foregoing benefits will apply to examinations held after March 15, 1923."

Chiefs of bureaus will please see that the foregoing instructions are carried out fully in all cases. Where deviation therefrom ~~are~~ believed necessary for the good of the service in any instance, the recommendation of the chief of bureau concerned should be supported by a memorandum stating the reasons therefor, which will be made a matter of record in the Office of Personnel of the Department.

By direction of the Secretary:



Administrative Assistant.

"3. In the event of reductions being made in any part of the classified service, no person entitled to preference in original appointment shall be discharged or dropped or reduced in rank or salary if his record is good.

"4. The veteran is released from all age limitations, except for the positions of fireman and policeman of the District of Columbia, and is released from many of the physical requirements.

"5. The veteran is released from all requirements of the appointment of appointments in the District of Columbia and among the States.

"6. The period of eligibility for reinstatement of a veteran, or an army nurse who served in time of war, or the widow of a veteran who was his wife while he was in the military service, is five years.

"7. Examinations are reopened to World War veterans who lost opportunity for examinations by being in the service, or by confinement in a Veterans' Bureau hospital, or to those undergoing vocational training, if they apply while in the service or within ninety days of discharge, recovery, or completion of training.

"The foregoing benefits will apply to examinations held after March 15, 1923."

are carried out in all cases. Where deviation therefrom is necessary, the reasons therefor, which will be made a matter of record in the Office of Personnel of the Department.

By direction of the Secretary:

MAR 31 1923

Administrative Assistant.

F

OFFICE OF
THE SECRETARY OF AGRICULTURE

June 1, 1923.

Mr. Secretary:

As this is a question which arises constantly in the bureaus, we would like to send this around for their guidance. Mr. Pugsley thinks it will be a good thing to do. If O.K. to you in the present form will you please initial the copy of the report?

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CIRCULAR NO.

Veteran Preference Under Civil Service.

The President on March 3, 1923, issued an Executive Order amending the Civil Service rules and the Civil Service Commission in promulgating this order states that the execution of such amendments will be as follows:

1. For eligibility, a rating of 70 per cent is required of all applicants. Veterans are given five points and disabled veterans ten points in addition to their earned ratings in examinations. In examinations where experience is an element of qualifications time spent in the military or naval service of the United States during the World War or the War with Spain shall be credited in an applicant's ratings where the applicant's actual employment in a similar vocation to that for which he applies was temporarily interrupted by such military or naval service but was resumed after his discharge. This will mean that the veteran's papers will be rated, giving due regard to his military service and that he will then have five points (or if a disabled veteran, ten points) added to his earned ratings and his name will be placed on the register with other eligibles in the order of his augmented rating. A non-veteran must earn a rating of 70, while a veteran who is not disabled must earn a rating of 65 to have his name entered on the register. A disabled veteran need earn a rating of only 60 per cent to have his name entered on the register.

2. An appointing officer who passes over the name of a veteran and selects a non-veteran with the same or a lower rating from a certificate of eligibles must place his reasons for so doing in the Department's records.

3. In the event of reductions being made in any part of the classified service, no person entitled to preference in original appointment shall be discharged or dropped or reduced in rank or salary if his record is good.

OPTIONAL NO.

Veteran Preference Under Civil Service.

The President on March 8, 1928, issued an Executive Order amending the Civil Service rules and the Civil Service Commission in promulgating this order states that the execution of such amendments will be as follows:

1. For eligibility, a rating of 70 per cent is required of all applicants. Veterans are given five points and disabled veterans ten points in addition to their earned ratings in examinations. In examinations where experience is an element of qualification time spent in the military or naval service of the United States during the World War or the War with Spain shall be credited in an applicant's ratings when the applicant's actual employment in a similar vocation to that for which he applied was temporarily interrupted by such military or naval service and was resumed after his discharge. This will mean that the veteran's papers will be rated, giving due regard to his military service and that he will then have five points (or 10 if a disabled veteran, ten points) added to his earned ratings and his name will be placed on the register with other eligibles in the order of his augmented rating. A non-veteran must earn a rating of 70, while a veteran who is not disabled must earn a rating of 65 to have his name entered on the register. A disabled veteran need earn a rating of only 60 per cent to have his name entered on the register.

2. An appointing officer who passes over the name of a veteran and selects a non-veteran with the same or a lower rating from a certificate of eligibles must place his reasons for so doing in the Department's records.

3. In the event of reductions being made in any part of the classified service, no person entitled to preference in original appointment shall be discharged or dropped or reduced in rank or salary if his record is good.

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4. The veteran is released from all age limitations, except for the positions of fireman and policeman of the District of Columbia, and is released from many of the physical requirements.

5. The veteran is released from all requirements of the apportionment of appointments in the District of Columbia and among the States.

6. The period of eligibility for reinstatement of a veteran, or an army nurse who served in time of war, or the widow of a veteran who was his wife while he was in the military service, is five years.

7. Examinations are reopened to World War veterans who lost opportunity for examinations by being in the service, or by confinement in a Veterans' Bureau hospital, or to those undergoing vocational training, if they apply while in the service or within ninety days of discharge, recovery, or completion of training.

The foregoing benefits will apply to examinations held after March 15, 1923.

In recommending the appointment from a civil service certificate of an eligible, without military preference, whose rating is the same or lower than that of an eligible with military preference, the Chief of Bureau shall give reasons in his recommendation for the selection of the non-veteran which will be made a matter of record in the Office of Personnel of the Department.

Administrative Assistant.

4. The veteran is released from all limitations, except for the position of fireman and policeman of the District of Columbia, and is released from many of the physical requirements.

5. The veteran is released from all requirements of the appointment of appointments in the District of Columbia and among the States.

6. The period of eligibility for reinstatement of a veteran, or an army nurse who served in time of war, or the widow of a veteran who was his wife while he was in the military service, is five years.

7. Examinations are required to World War veterans who lost opportunity for examinations by being in the service, or by confinement in a Veterans' Bureau hospital, or to those undergoing vocational training, if they apply while in the service or within ninety days of discharge, recovery, or completion of training.

The foregoing benefits will apply to examinations held after March 15, 1933.

In recommending the appointment from a civil service certificate of an eligible, without military preference, whose rating is the same or lower than that of an eligible with military preference, the Chief of Bureau shall give reasons in his recommendation for the selection of the non-veteran which will be made a matter of record in the Office of Personnel of the Department.

Administrative Assistant.

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

WLQ:S

March 13, 1923.

TO HEADS OF DEPARTMENTS, BRANCHES AND OFFICES:

The Commission has the honor to invite attention to the enclosed copies of an Executive Order signed March 3, 1923, amending the Civil Service rules with reference to Veteran preference, and copies of form 2402 issued by the Commission relative to the same subject.

By direction of the Commission:

Very respectfully,

John T. Doyle,

Enclosures.

Secretary.

THE UNITED STATES OF AMERICA

DEPARTMENT OF THE INTERIOR

1900

REPORT OF THE

COMMISSIONER OF THE GENERAL LAND OFFICE

FOR THE YEAR 1900
IN RESPONSE TO A RESOLUTION OF THE SENATE
PASSED MAY 10, 1899
AND A RESOLUTION OF THE HOUSE OF REPRESENTATIVES
PASSED JULY 1, 1899
RELATIVE TO THE
LANDS BELONGING TO THE UNITED STATES
AND THE
LANDS BELONGING TO THE SEVERAL STATES

WASHINGTON

GOVERNMENT PRINTING OFFICE

1901

VETERAN PREFERENCE

The Deficiency Act, approved July 11, 1919, provides as follows:

"That hereafter in making appointments to clerical and other positions in the executive branch of the Government in the District of Columbia or elsewhere preference shall be given to honorably discharged soldiers, sailors, and marines, and widows of such, and to the wives of injured soldiers, sailors, and marines, who themselves are not qualified, but whose wives are qualified to hold such positions."

The President on March 3, 1923, issued an Executive Order under which the benefits granted to veterans by this act shall be as follows:

1. For eligibility, a rating of 70 per cent is required of all applicants. Veterans are given five points and disabled veterans ten points in addition to their earned ratings in examinations. In examinations where experience is an element of qualifications time spent in the military or naval service of the United States during the World War or the War with Spain shall be credited in an applicant's ratings where the applicant's actual employment in a similar vocation to that for which he applies was temporarily interrupted by such military or naval service but was resumed after his discharge. This will mean that the veteran's papers will be rated, giving due regard to his military service and that he will then have five points (or if a disabled veteran, ten points) added to his earned ratings and his name will be placed on the register with other eligibles in the order of his augmented rating. A nonveteran must earn a rating of 70, while a veteran who is not disabled must earn a rating of 65 to have his name entered on the register. A disabled veteran need earn a rating of only 60 per cent to have his name entered on the register.

2. An appointing officer who passes over the name of a veteran and selects a nonveteran with the same or a lower rating from a certificate of eligibles must place his reasons for so doing in the Department's records.

3. In the event of reductions being made in any part of the classified service, no person entitled to preference in original appointment shall be discharged or dropped or reduced in rank or salary if his record is good.

4. The veteran is released from all age limitations, except for the positions of fireman and policeman of the District of Columbia, and is released from many of the physical requirements.

5. The veteran is released from all requirements of the apportionment of appointments in the District of Columbia and among the States.

6. The period of eligibility for reinstatement of a veteran, or an army nurse who served in time of war, or the widow of a veteran who was his wife while he was in the military service, is five years.

(OVER)

7. Examinations are reopened to World War veterans who lost opportunity for examination by being in the service, or by confinement in a Veterans' Bureau hospital, or to those undergoing vocational training, if they apply while in the service or within ninety days of discharge, recovery, or completion of training.

The foregoing benefits will apply to examinations held after March 15, 1923.

To be allowed the 5 points additional, prescribed by the Order, it is necessary to show that the applicant is an honorably discharged soldier, sailor or marine, or is the widow of such, or is the wife of an injured soldier, sailor, or marine, who himself is not qualified on account of disability due to his military service.

To be allowed the 10 points additional, prescribed by the Order, it is necessary for the applicant to show that he is an honorably discharged soldier, sailor, or marine, and that BECAUSE OF DISABILITY he is entitled either to a pension by authorization of the Bureau of Pensions or to compensation or training by the Veterans' Bureau.

U. S. CIVIL SERVICE COMMISSION.

EXECUTIVE ORDER

AMENDMENT OF CIVIL SERVICE RULES

Amend Rule V by striking out of paragraph 4 the following:

Provided, That the Commission may, in its discretion, exempt from the physical requirements established for any position a disabled and honorably discharged soldier, sailor, or marine upon the certification of the Federal Board for Vocational Education that he had been specially trained for and has passed a practical test demonstrating his physical ability to perform the duties of the class of position in which employment is sought.

In lieu of the part stricken out the following is substituted:

Provided, That the commission may, in its discretion, exempt from the physical requirements established for any position a disabled, honorably discharged soldier, sailor or marine upon a certificate of the United States Veterans Bureau attesting that he has completed an appropriate and sufficient rehabilitatory course of training for the duties of the class of positions in which employment is sought: And provided further, That the commission may, in its discretion, waive the physical requirements in the case of a disabled veteran not so trained to permit his examination. As amended paragraph 4 of Rule 5 will read as follows

4. The commission may refuse to examine an applicant or to certify an eligible for any of the following reasons (a) Dismissal from the service for delinquency or misconduct within one year next preceding the date of his application; (b) physical or mental unfitness for the position for which he applies: Provided, That the commission may, in its discretion, exempt from the physical requirements established for any position a disabled, honorably discharged soldier, sailor or marine upon a certificate

of the United States Veterans Bureau attesting that he has completed an appropriate and sufficient rehabilitatory course of training for the duties of the class of positions in which employment is sought: And provided further, That the commission may, in its discretion, waive the physical requirements in the case of a disabled veteran not so trained to permit his examination; (c) criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct; (d) intentionally making a false statement in any material fact, or practicing any deception or fraud in securing examination, registration, certification, or appointment; (e) refusal to furnish testimony as required by Rule XIV; (f) the habitual use of intoxicating beverages to excess. Any of the last five foregoing disqualifications shall also be good cause for removal from the service. Amend section 1 of Rule VI by adding at the end of the first sentence after the word "prescribe" the words:

Honorably discharged soldiers, sailors, and marines, and widows of such, and wives of injured soldiers, sailors and marines, who themselves are not qualified but whose wives are qualified for appointment, shall have five points added to their earned ratings in examinations for entrance to the classified service. Applicants for entrance examination who, because of disability, are entitled either to a pension by authorization of the Bureau of Pensions or to compensation or training by the Veterans Bureau, shall have ten points added to their earned ratings. In examinations where experience is an element of qualifications time spent in the military or naval service of the United States during the World War or the War with Spain shall be credited in an applicant's ratings where the applicant's actual employment in a similar vocation to that for which he applies was temporarily interrupted by such military or naval service but was resumed after his discharge.

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Competitors shall be duly notified of their ratings.

As amended paragraph 1 of Rule VI will read:

1. Examination papers shall be rated on a scale of 100, and the subjects therein shall be given such relative weights as the commission may prescribe. Honorably discharged soldiers, sailors and marines, and widows of such, and wives of injured soldiers, sailors and marines, who themselves are not qualified but whose wives are qualified for appointment, shall have five points added to their earned ratings in examinations for entrance to the classified service. Applicants for entrance examination who, because of disability, are entitled either to a pension by authorization of the Bureau of Pensions or to compensation or training by the Veterans Bureau, shall have ten points added to their earned ratings. In examinations where experience is an element of qualifications time spent in the military or naval service of the United States during the World War or the War with Spain shall be credited in an applicant's ratings where the applicant's actual employment in a similar vocation to that for which he applies was temporarily interrupted by such military or naval service but was resumed after his discharge. Competitors shall be duly notified of their ratings.

Amend paragraph 2 of Rule VI by omitting the clause reading as follows:

but the names of persons preferred under the urgent deficiency act of July 11, 1919, rated at 65 or more, shall be placed above all others.

As amended paragraph 2 of Rule VI will read as follows:

2. All competitors rated at 70 or more shall be eligible for appointment, and their names shall be placed on the proper register according to their ratings.

1. The first part of the report is devoted to a general survey of the situation in the country.

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Amend section 3 of Rule VI by emitting the last sentence which reads:

* * * * * This term may be suspended under such conditions as the commission may prescribe in the case of an eligible who as a member of the National Guard or Reserves was mustered into the military or naval service of the United States under the call by the President of June 18, 1916, and at the expiration of such service his eligibility may be restored for a period equivalent to that during which it was suspended.

As amended section 3 of Rule VI will read as follows:

3. The term of eligibility shall be one year, beginning with the date on which the name of the eligible is entered on the register. This term may be extended, in the discretion of the commission, for all those on any register when the conditions of good administration render it inexpedient to hold a new examination.

Amend Rule VII, paragraph 1, by inserting the following sentence in clause (b), preceding the last sentence:

An appointing officer who passes over a veteran eligible and selects a non-veteran with the same or lower rating shall place in the records of the department his reasons for so doing.

As amended clause (b) of paragraph 1 of Rule VII will read as follows:

(b) The nominating or appointing officer shall make selection for the first vacancy from not more than the highest three names certified, or on the register, with sole reference to merit and fitness, unless objection shall be made and sustained by the commission to one or more of the persons certified for any of the reasons stated in Rule V, section 4. For the second vacancy he shall make selection from not more than the highest three remaining who have not been within his reach for three separate vacancies, or against whom objection has not been made and sustained in the

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manner indicated. The third and any additional vacancies shall be filled in like manner. More than one selection may be made from the three names next in order for appointment, or from two names if the register contains only two, subject to the requirements of section 2 of this rule as to the apportionment. An appointing officer who passes over a veteran eligible and selects a non-veteran with the same or lower rating shall place in the records of the department his reasons for so doing. Any eligible who has been within reach for three separate vacancies in his turn may be subsequently selected, subject to the approval of the commission, from the certificate on which his name last appeared, if the condition of the register has not so changed so to place him in other respects beyond reach of certification.

Amend Rule VII, paragraph 2, by adding after the word "population" a comma and the following words:

, but eligibles who have been granted military preference shall be certified without regard to apportionment.

As amended paragraph 2 of Rule VII will read:

2. Certification for appointment in the departments or independent offices at Washington shall be so made as to maintain, as nearly as the conditions of good administration will warrant, the apportionment of appointments among the several States and Territories and the District of Columbia upon the basis of population, but eligibles who have been granted military preference shall be certified without regard to apportionment: Provided, That appointments to the following positions shall not be so apportioned:

In all departments and offices: Apprentice, cabinet-maker, carpenter, electric lineman, electric wireman, engraver, gardener, helper, (if approved by the commission), messenger boy, messenger girl, painter, plumber, skilled laborer (female), student, and telephone operator.

In the Government Printing Office, Mail Equipment shops, local offices in the District of Columbia, field service of the military staff departments, and at Army headquarters: All positions.

In the Bureau of Engraving and Printing: Plate printer and skilled helper.

In the Office of the Auditor for the Post Office Department: Operative for the audit of accounts and vouchers of the Postal Service by means of labor-saving devices.

Amend Rule XII by adding the following as paragraph 5:

5. In harmony with statutory provisions, when reductions are being made in the force, in any part of the classified service, no employee entitled to military preference in appointment shall be discharged or dropped or reduced in rank or salary if his record is good.

Warren G. Harding

The White House,

Mar. 3rd, 1923.

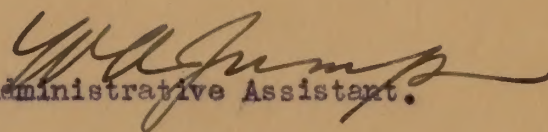
DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

F

May 29, 1923.

CIRCULAR NO. 116

For your information and guidance I transmit herewith a copy of a report submitted by a special committee appointed by the Secretary with reference to publicity looking to increased consumption of particular agricultural products. This report has been approved by the Secretary and indicates the policy of the Department.


Administrative Assistant.

Enclosure.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

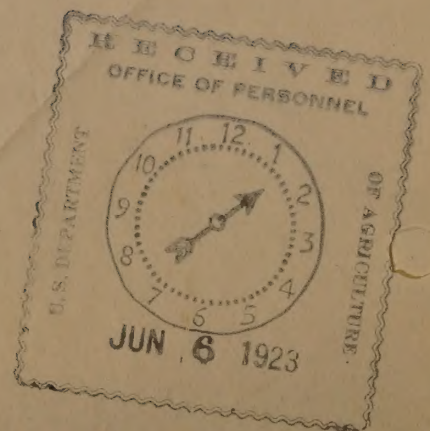
May 28, 1923.

CIRCULAR NO. 116

For your information and guidance I transmit herewith
a copy of a report submitted by a special committee appointed
by the Secretary with reference to publicity looking to increased
consumption of particular agricultural products. This report
has been approved by the Secretary and indicates the policy of
the Department.

Administrative Assistant

Enclosure.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE ASSISTANT SECRETARY
WASHINGTON

Report of Special Committee.

The committee appointed to consider the problems of Department policy with reference to publicly looking to increased consumption of particular agricultural products reports as follows:

The military and economic exigencies of the war period resulted in many highly intensive efforts to conserve some products both through restrained consumption and through substitution of others for them. In the case of meat, this was carried to the extent of questioning the wholesomeness and desirability of meat in the diet to the end that it left in the public mind a scientifically inaccurate and economically unfair discrimination against meat as a food.

The Department therefore felt justified in publicly counteracting the inaccuracies of the previous campaigns with reference to meat consumption. No similar situation with relation to other products has come to the attention of the Department. It therefore does not contemplate any further special activity with reference to encouragement of increased consumption of particular agricultural products, involving as such increase probably does in most cases, a decrease in consumption of other competing products.

Propaganda in the interest of increased consumption of particular agricultural products would seem to be a proper function of the organized merchandising activities of producers or distributors of such products but is outside of the field of educational effort in which it would be proper for the Department to engage.

The Department necessarily will continue to investigate food problems and to disseminate the results of investigational work bearing on the nutritive and economic value of agricultural products. The results of such work published by the Department will always be available both for the information of the individual citizen and for such proper use as the industries may decide to make of the facts determined and announced.

Respectfully submitted,

Approved:

Henry C. Wallace
Secretary of Agriculture.

May 15, 1923.

Report of Special Committee.

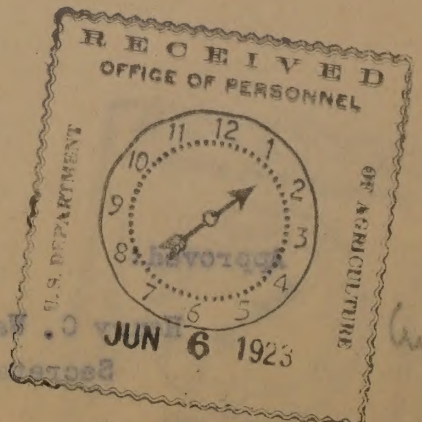
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The Department necessarily will continue to investigate food problems and to disseminate the results of investigational work bearing on the nutritive and economic value of agricultural products. The results of such work published by the Department will always be available both for the information of the individual citizen and for such proper use as the industries may decide to make of the facts determined and announced.



Secretary of Agriculture.

May 15, 1923.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE ASSISTANT SECRETARY

WASHINGTON

May 15, 1923.

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

The committee appointed to consider the problems of Department policy with reference to publicly looking to increased consumption of particular agricultural products reports as follows:

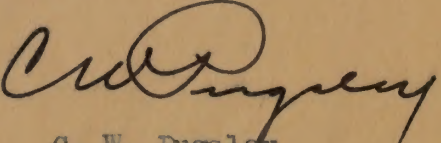
The military and economic exigencies of the war period resulted in many highly intensive efforts to conserve some products both through restrained consumption and through substitution of others for them. In the case of meat, this was carried to the extent of questioning the wholesomeness and desirability of meat in the diet to the end that it left in the public mind a scientifically inaccurate and economically unfair discrimination against meat as a food.

The Department therefore felt justified in publicly counteracting the inaccuracies of the previous campaigns with reference to meat consumption. No similar situation with relation to other products has come to the attention of the Department. It therefore does not contemplate any further special activity with reference to encouragement of increased consumption of particular agricultural products, involving as such increase probably does in most cases, a decrease in consumption of other competing products.

Propaganda in the interest of increased consumption of particular agricultural products would seem to be a proper function of the organized merchandising activities of producers or distributors of such products but is outside of the field of educational effort in which it would be proper for the Department to engage.

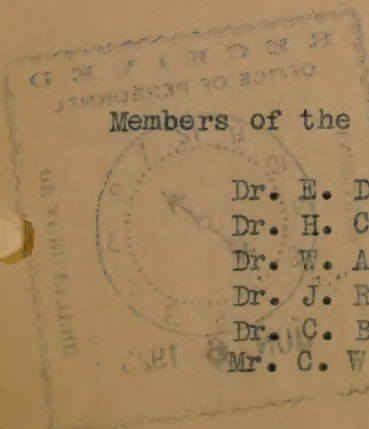
The Department necessarily will continue to investigate food problems and to disseminate the results of investigational work bearing on the nutritive and economic value of agricultural products. The results of such work published by the Department will always be available both for the information of the individual citizen and for such proper use as the industries may decide to make of the facts determined and announced.

Respectfully submitted,


C. W. Pugsley
Assistant Secretary.

Members of the Committee:

Dr. E. D. Ball
Dr. H. C. Taylor ✓
Dr. W. A. Taylor ✓
Dr. J. R. Mohler ✓
Dr. C. B. Smith ✓
Mr. C. W. Pugsley



DEPARTMENT OF AGRICULTURE

OFFICE OF THE ASSISTANT SECRETARY

WASHINGTON

MAY 15, 1923

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

The committee appointed to consider the problem of Department policy with reference to publicly looking to increased consumption of particular agricultural products reports as follows:

The military and economic exigencies of the war period resulted in many highly intensive efforts to conserve some products both through restricted consumption and through substitution of others for them. In the case of meat, this was carried to the extent of questioning the wholesomeness and desirability of meat in the diet to the end that it left in the public mind a scientifically inaccurate and economically unfair discrimination against meat as a food.

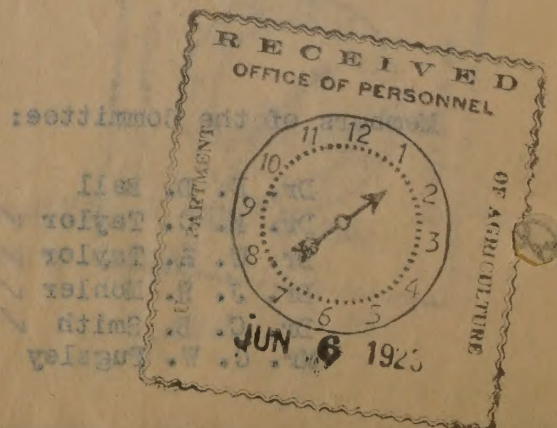
The Department therefore felt justified in publicly countering the inaccuracies of the previous campaigns with reference to meat consumption. No similar situation with relation to other products has come to the attention of the Department. It therefore does not contemplate any further special activity with reference to encouragement of increased consumption of particular agricultural products, involving as such increase probably does in most cases, a decrease in consumption of other competing products.

Propaganda in the interest of increased consumption of particular agricultural products would seem to be a proper function of the organized marketing activities of producers or distributors of such products but is outside of the field of educational effort in which it would be proper for the Department to engage.

The Department necessarily will continue to investigate food problems and to disseminate the results of investigational work bearing on the nutritive and economic value of agricultural products. The results of such work published by the Department will always be available both for the information of the individual citizen and for such proper use as the industries may desire to make of the facts determined and announced.

Respectfully submitted,

C. W. Fugate
C. W. Fugate
Assistant Secretary

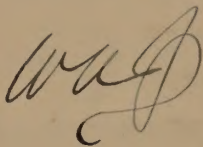


OFFICE OF
THE SECRETARY OF AGRICULTURE

May 21, 1923.

Mr. Pugsley:

The Secretary indicated his approval of the attached by signing the letters which were prepared transmitting the copies of the conclusions of this committee. Do you not think that from now on when correspondence seems to warrant it we should simply send a copy of this in explanation of the Department's attitude on this matter?



OK.
end

PORK.	ALL OTHER.	SAUSAGE CHOPPED.	BEEF.
Weight.	Weight.	Weight.	Weight.

2 2537678

0 806677

104150

356000

2 3804505

383791

131150

28300

65100

608241

114

3378797

31800

238376

7700

3085005

8460086

7334048

7203398

2181890

12585

114296

3498

330255

532884

750557

2672581

1776250

330255

532884

85530

3686037

327836

1848491

64531

4200

83400

464093

345810

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930

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114

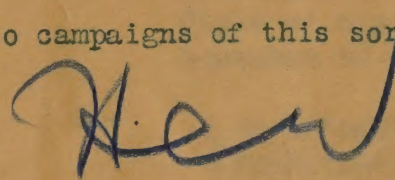
DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 3, 1923.

Mr. Pugsley:

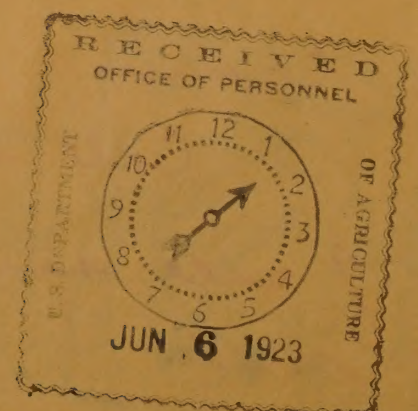
There is attached hereto a communication from the White House enclosing a letter from Mr. E. S. Rea, President of the Rea-Patterson Milling Company, Coffeyville, Kansas, regarding the "Eat More Wheat" campaign, together with a letter from the National League of Commission Merchants, inquiring why fruit and vegetables could not receive publicity similar to that afforded meat in the recent poster.

I should like to have you, Doctors Ball, H. C. Taylor, W. A. Taylor, J. R. Mohler, and Mr. C. B. Smith, consider what should be the policy of the Department with respect to campaigns having for their object the greater consumption of any particular agricultural product. Concretely, it is suggested replies be prepared to the attached communications which will express the attitude of the Department in relation to campaigns of this sort.



Cronin

*Call meeting. In sending notice
I will send copy of Secy's memo to
me.
C.M.P.*



OFFICE OF THE ASSISTANT SECRETARY

MEMORANDUM

May 2, 1923

Subject: [Illegible]

To: [Illegible]

From: [Illegible]

Re: [Illegible]

[Illegible]

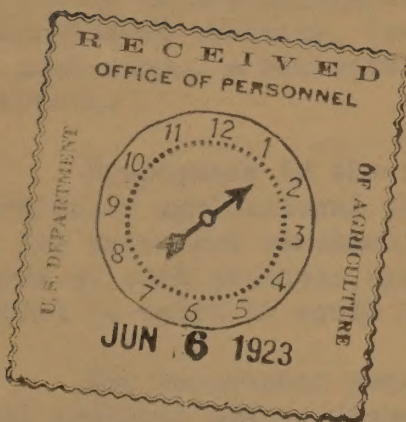
[Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]



OFFICE OF THE ASSISTANT, SECRETARY

MEMORANDUM

May 9, 1923.

Sent attached to following:

Dr. Ball,
Dr. H. C. Taylor
Dr. W. A. Taylor,
Dr. Mohler
Dr. C. B. Smith

The attached paper shows the
subject matter of the meeting
which will be held in Mr. Pugsley's
office at 10 A.M. Friday, May 11.

OFFICE OF THE DIRECTOR OF SCIENTIFIC WORK.

MEMORANDUM.

May 11, 1923.

Dr. Taylor:

This is the draft of the proposed report to the Secretary on the question of "Eat More" campaigns that was discussed this morning. Will you kindly scrutinize it and be prepared to comment on it at the next meeting of the committee?

EWB
approve
HCT

MEMORANDUM

May 11, 1952

TO : Mr. Tolson

FROM : Mr. C. Taylor

SUBJECT: [Illegible]

[Illegible]

[Illegible]

[Illegible]

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will always be available both for

MEMORANDUM.

May 11, 1923.

Dr. H. C. Taylor,
Dr. J. R. Mohler,
Mr. C. B. Smith.

This is the draft of the proposed report to the Secretary on the question of "Eat More" campaigns that was discussed this morning. Will you kindly scrutinize it and be prepared to comment on it at the next meeting of the committee?

E.D.B.

Copies also sent to Mr. Pugsley and Dr. W. A. Taylor.

May 11, 1923.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The committee appointed to consider the problems of Department policy with reference to publicity looking to increased consumption of particular agricultural products reports as follows.

The military and economic exigencies of the war period resulted in many highly intensive efforts to conserve some products both through restrained consumption and through substitution of others for them. In the case of meat, this was carried to the extent questioning the wholesomeness and desirability of meat in the diet to the end that it left in the public mind a scientifically inaccurate and economically unfair discrimination against meat as a food.

The Department therefore felt justified in publicity counteracting the inaccuracies of the previous campaigns with reference to meat consumption. No similar situation with relation to other products has come to the attention of the Department. It therefore does not contemplate any further special activity with reference to encouragement of increased consumption of particular agricultural products, involving as such increase probably does in most cases, a decrease in consumption of other competing products.

Propaganda in the interest of increased consumption of particular agricultural products would seem to be a proper function of the organized merchandising activities of producers or distributors of such products but is outside of the field of educational effort in which it would be proper for the Department to engage.

The Department necessarily will continue to investigate food problems and to disseminate the results of investigational work bearing on the nutritive and economic value of agricultural products. The results of such work published by the Department will always be available both for the information of the individual citizen and for such proper use as the industries may decide to make of the facts determined and announced.

Respectfully submitted,

May 11, 1923.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The committee appointed to consider the problem of Department policy with reference to publicity looking to increased consumption of particular agricultural products reports as follows.

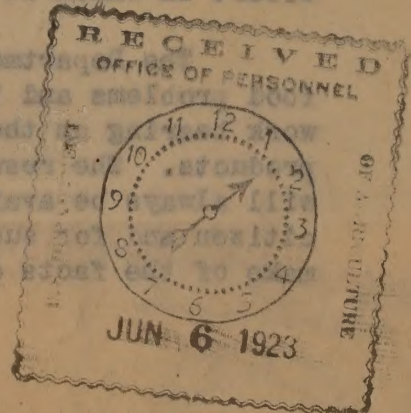
The military and economic exigencies of the war period resulted in many highly intensive efforts to conserve some products both through restricted consumption and through education of others for them. In the case of meat, this was carried to the extent of questioning the wholesomeness and desirability of meat in the diet to the end that it left in the public mind a substantially inaccurate and economically unfair discrimination against meat as a food.

The Department therefore felt justified in publicity counteracting the inaccuracies of the previous campaigns with reference to meat consumption. No similar situation with reference to other products has come to the attention of the Department. It therefore does not contemplate any further special activity with reference to encouragement of increased consumption of particular agricultural products, involving as such increase probably does in most cases, a decrease in consumption of other competing products.

Propaganda in the interest of increased consumption of particular agricultural products would seem to be a proper function of the organized merchandising activities of producers or distributors of such products but is outside of the field of educational effort in which it would be proper for the Department to engage.

Investigation of the native and economic value of agricultural products of such work published by the Department is available both for the information of the individual farmer and for such proper use as the industries may decide to make of the facts determined and summarized.

Respectfully submitted,

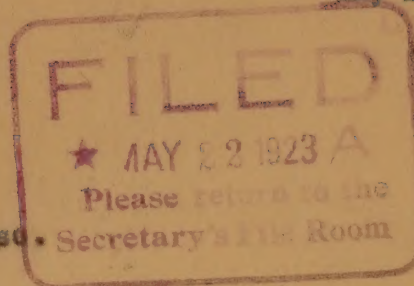


Wheat

OFFICE OF THE ASSISTANT SECRETARY

May 17, 1923

Mr. Rudolph Forster,
Executive Clerk,
The White House.



Dear Mr. Forster:

Reference is made to your letter of April 7 which was acknowledged during my absence from the city, with which you transmitted a letter and file from Mr. E. S. Rea in connection with a campaign for the increased consumption of wheat. A committee of Department people was appointed to consider just what the policy of the Department should be with reference to campaigns which have for their object the greater consumption of any particular agricultural product. I have approved the report of the committee and am enclosing a copy for your information. I think that you will agree that the policy outlined in the report is ~~the~~ proper one for the Department to follow.

The file which accompanied your letter is returned herewith.

Sincerely yours,

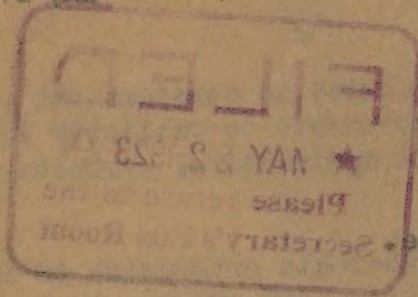
Henry Wallace

Secretary.

Enclosure.

5/22: Report of Committee is on Mr. Lugsby's desk.
H

May 17, 1923



Mr. Rudolph Forster,
Executive Clerk,
The White House

Dear Mr. Forster:

Reference is made to your letter of April 7 which was acknowledged during my absence from the city, with which you transmitted a letter and file from Mr. E. S. Nes in connection with a campaign for the increased consumption of wheat. A committee of Department people was appointed to consider just what the policy of the Department should be with reference to campaigns which have for their object the greater consumption of any particular agricultural product. I have approved the report of the committee and am enclosing a copy for your information. I think that you will agree that the policy outlined in the report is the proper one for the Department to follow.

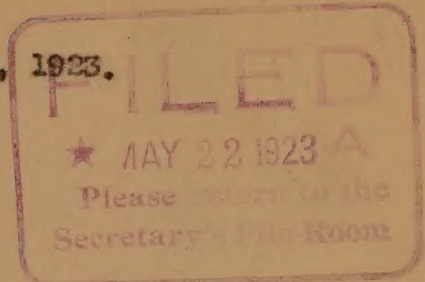
The file which accompanied your letter is returned herewith.

Sincerely yours,
Secretary's Room

Henry C. Wallace
Secretary

Enclosure

April 19, 1923.



Dear Mr. Forster:

Since the receipt of your letter of April 7, transmitting a communication from Mr. E. S. Rea and a copy of the proclamation issued by the Governor of Minnesota having for its object a greater consumption of wheat, I have been discussing the matter with our people here and getting together material upon the subject for the consideration of the Secretary. I assure you the matter will receive the immediate attention of the Secretary when he returns to the office next week.

Secretary's File Room:

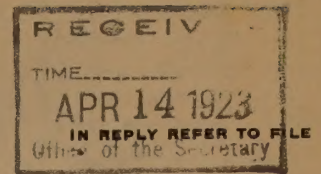
Sincerely yours,

A handwritten signature in dark ink, which appears to read "C. W. Fugate", is written over the typed name "C. W. Fugate". The signature is fluid and cursive.

Acting Secretary.

Mr. Rudolph Forster,
Executive Clerk,
The White House.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ECONOMICS
FORMERLY BUREAU OF MARKETS AND CROP ESTIMATES AND
OFFICE OF FARM MANAGEMENT AND FARM ECONOMICS
WASHINGTON



April 12, 1923.

MEMORANDUM TO THE ACTING SECRETARY.

Dear Dr. Pugsley:

It may be well in replying to Mr. E. S. Rea, President of the Rea-Patterson Milling Company, of Coffeyville, Kansas, to call his attention to the fact that/whereas the average acreage in wheat in the United States from 1909 to 1913 was 47,097,000 acres, we have during the last three years harvested, 61,000,000 acres in 1920; 63,000,000 acres in 1921 and 61,000,000 acres in 1922. Furthermore, this has resulted in a production of over 800,000,000 bushels per annum, specifically 856,000,000 bushels in 1922, in comparison with 690,000,000 bushels on an average from 1909 to 1913.

In other words, since the war we have continued to seed a higher acreage of wheat and to produce a much larger quantity of wheat than we produced before the war or even on the average during the war, the average for 1914-1918 being 822,000,000 bushels.

With regard to the export situation the fact is that from 1909 to 1913 our average exports of wheat were 56,913,000 bushels of wheat and 10,679,000 barrels of flour and while the average export from 1914 to 1918 was 159,000,000 bushels of wheat and 18,000,000 barrels of flour, we exported in the year ending June 30, 1923 208,000,000 bushels of wheat and 15,800,000 barrels of flour.

The exports of oats, rye, barley and corn have likewise increased enormously. It would seem, therefore, that the true situation we have to face is the fact that we have not readjusted our agriculture to after war conditions, that we have continued to produce even more acres of wheat and more bushels of wheat than we produced on the average during the war period. The question very naturally arises, therefore, shall we try to expand our consumption of a staple article like bread, or shall we adjust our production to the demand?

Very truly yours,

Henry C. Taylor
Chief of Bureau.

THE WHITE HOUSE

WASHINGTON

April 7, 1923.

My dear Mr. Secretary:

With the return of the enclosed correspondence from Mr. E. S. Rea, President, The Rea-Patterson Milling Company, Coffeyville, Kansas, will you not be good enough to let us know what you think of the suggestion made by Mr. Rea?

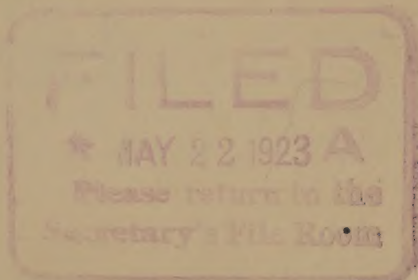
Sincerely yours,

Rudolph Forster

Executive Clerk.

Hon. Henry C. Wallace,
Secretary of Agriculture.

Enclosure.



RECEIVED
TIME
APR 9 - 1923
Office of the Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October 18, 1923.

FILE
P.L. GLADMON

Circular No. 117

The attention of the various bureaus, divisions, and offices is invited to the following Executive Orders, dated September 28 and October 5, 1923, amending the Civil Service rules regarding reinstatement.

Executive Order of September 28, 1923.

Civil Service Rule IX, Reinstatement, is hereby amended by inserting a new Section (e) in Paragraph 1, and by relettering the present Section (e). As amended, the last two sections of Paragraph 1 of Rule IX, will read as follows:

(e) A former classified employee retired upon annuity under the Act of May 22, 1920, by reason of total disability, who is eligible for reinstatement in his former department or office by reason of recovery and termination of annuity, shall also be eligible for reinstatement to an appropriate position in any part of the service, subject to the conditions and limitations of the Civil Service Rules.

(f) No person in any of the foregoing groups may be reinstated to a position requiring an examination different from that required in the position from which he was separated without passing an appropriate examination.

Executive Order of October 5, 1923.

Clause (a), Section 1, of Rule IX, Reinstatement, is hereby amended to read as follows:

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October 18, 1933.

Circular No. 117

The attention of the various bureaus, divisions, and offices is invited to the following Executive Order, dated September 28 and October 5, 1933, amending the Civil Service rules regarding reinstatement.

Executive Order of September 28, 1933.

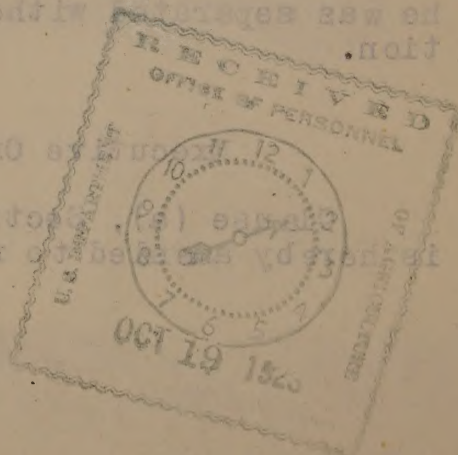
Civil Service Rule IX, Reinstatement, is hereby amended by inserting a new Section (e) in Paragraph I, and by relettering the present Section (e). As amended, the last two sections of Paragraph I of Rule IX, will read as follows:

(e) A former classified employee retired upon annuity under the Act of May 22, 1930, by reason of total disability, who is eligible for reinstatement in his former department or office by reason of recovery and termination of annuity, shall also be eligible for reinstatement to an appropriate position in any part of the service, subject to the conditions and limitations of the Civil Service Rules.

(f) No person in any of the foregoing groups may be reinstated to a position requiring an examination different from that required in the position from which he was separated without passing an appropriate examination.

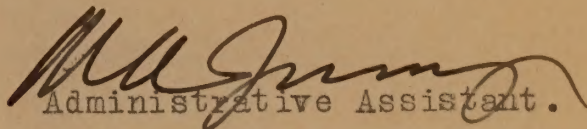
Executive Order of October 5, 1933.

Section I. of Rule IX, Reinstatement, is hereby amended to read as follows:



(a) Unless otherwise provided hereinafter, a person may be reinstated only to the department or independent Government establishment from which separated and upon requisition made within one year from the date of his separation. When the Commission and the appointing officer are in agreement that the public interest requires such unusual action, the Commission may allow reinstatement in any part of the classified service, and it may also authorize waiver of the one year limit herein prescribed under the following time limitations: Two years where service has been two years but less than three years; three years where service has been three years but less than four years; four years where service has been four years but less than five years; and five years where service has been five years or more.

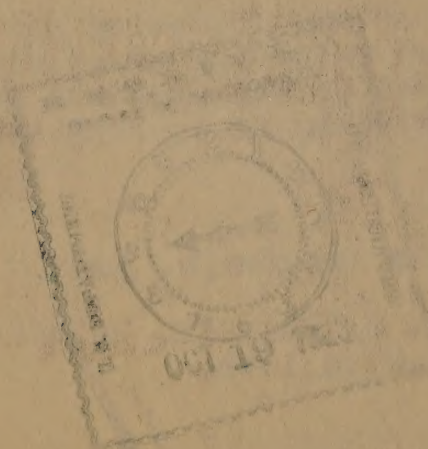
The amendment consists of the insertion of the under-scored words, and is designed to permit the utilization of the training and experience acquired in any part of the classified service in any other part when such action is necessary or advisable in the interests of the service.


Administrative Assistant.

(a) Unless otherwise provided hereinafter, a person may be reinstated only to the department or independent Government establishment from which separated and upon reclassification made within one year from the date of his separation. When the Commission and the appointing officer are in agreement that the public interest requires such unusual action, the Commission may allow reinstatement in any part of the classified service, and it may also authorize a waiver of the one year limit herein prescribed under the following time limitations: Two years where service has been two years but less than three years; three years where service has been three years but less than four years; four years where service has been four years but less than five years; and five years where service has been five years or more.

The amendment consists of the insertion of the underlined words, and is designed to permit the utilization of the training and experience acquired in any part of the classified service in any other part when such action is necessary or advisable in the interests of the service.

W. J. [Signature]
Administrative Assistant.



0	40	34	23	5	3
4	4	3	3		
1	1	1	1		
4	4	4	4		
8	8	8		8	
7	7	7	7		
1	1	1	1		
8	8	8	8		
8	58	42	14	27	
6	26	25	8	17	
1	1	1	1		
85	85	68	23	44	
2	2	1	1		
52	252	220	166	746	
42	142	122	122		
94	394	342	288	746	
3	3	3	3		

4 774 643 486 9457

OFFICE OF
THE SECRETARY OF AGRICULTURE

10717

Mr. Gladman

Shouldnt
Circular go
out on this?

Wag

10717

Mr. Jump:

I think so - I
have been waiting for
this order - I was going
to suggest that it & the
Ex. Order of Sept. 28 (attached)
be circularized. They
both relate to reinglate-
ments

PLH

October

CIRCULAR NO. 117

The attention of the various bureaus, divisions, and offices is invited to the following Executive Orders, dated September 28 and October 5, 1923, amending the Civil Service rules regarding reinstatement.

Executive Order of September 28, 1923.

"Civil Service Rule IX, Reinstatement, is hereby amended by inserting a new Section (e) in Paragraph 1, and by relettering the present Section (e). As amended, the last two sections of Paragraph 1 of Rule IX, will read as follows:

(e) A former classified employee retired upon annuity under the Act of May 22, 1920, by reason of total disability, who is eligible for reinstatement in his former department or office by reason of recovery and termination of annuity, shall also be eligible for reinstatement to an appropriate position in any part of the service, subject to the conditions and limitations of the Civil Service Rules.

(f) No person in any of the foregoing groups may be reinstated to a position requiring an examination different from that required in the position from which he was separated without passing an appropriate examination.

Executive Order of October 5, 1923.

Clause (a), Section 1, of Rule IX, Reinstatement, is hereby amended to read as follows:

October

CIRCULAR NO. 117

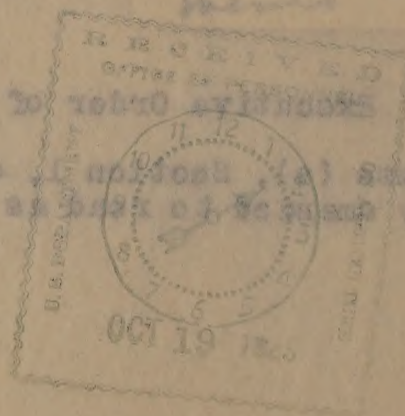
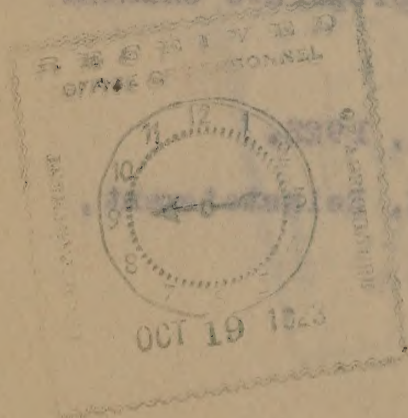
The attention of the various bureaus, divisions, and offices is invited to the following Executive Order, dated September 28 and October 5, 1933, amending the Civil Service rules regarding reinstatement.

Executive Order of September 28, 1933.

"Civil Service Rule II, Reinstatement, is hereby amended by inserting a new Section (e) in Paragraph 1, and by relettering the present Section (a) as amended. The first two sections of Paragraph 1 of Rule IX, will read as follows:

(e) A former classified employee retired upon annuity under the act of May 22, 1930, by reason of total disability, who is eligible for reinstatement in his former department or office by reason of recovery and termination of annuity, shall also be eligible for reinstatement to an equivalent position in any part of the service, subject to the conditions and limitations of the Civil Service Rules.

(f) No person in any of the foregoing groups will be reinstated to a position requiring an examination different from that required in the position from which he was separated without passing an appropriate examination.



Jan. 3, 1923.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

Mr. Jump:

One fault with our system is fact that very often enclosures sent with letters (frequently the vital part of the correspondence) are not retained in our files. All we have in many such cases is a letter of transmittal.

E.H.B.

CIRCULAR NO. 118.

December 27, 1923.

Correspondence with Senators and Representatives.

Replies from the Department of Agriculture to letters received from Senators and Representatives in Congress hereafter should be accompanied by a carbon copy of the same. This is requested by numerous Senators and Representatives in order that where feasible they may forward to their correspondent the original received from the Department and at the same time have a carbon for retention in their files. At present the extra copies must be made in the offices at the Capitol, an unnecessary duplication of work, which proves difficult because of the limited office forces available there.

Letters to Senators and Representatives presented for the signature of the Secretary should be accompanied by an extra carbon copy for this purpose. Carbon copies for use in this way may be written on the usual thin paper, without letterhead.

Care should be taken to return to Senators and Representatives any communications transmitted to the Department with their letters. Copies, of course, should be retained for the Department's files.

By direction of the Secretary:

W.A. Jump

Administrative Assistant.

*Effective 1/7/24.
JH*

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

December 27, 1923.

Adler

CIRCULAR NO. 118.

Correspondence with Senators and Representatives.

Replies from the Department of Agriculture to letters received from Senators and Representatives in Congress hereafter should be accompanied by a carbon copy of the same. This is requested by numerous Senators and Representatives in order that where feasible they may forward to their correspondent the original received from the Department and at the same time have a carbon for retention in their files. At present the extra copies must be made in the offices at the Capitol, an unnecessary duplication of work, which proves difficult because of the limited office forces available there.

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Care should be taken to return to Senators and Representatives any communications transmitted to the Department with their letters. Copies, of course, should be retained for the Department's files.

By direction of the Secretary:

W. H. Perry
Administrative Assistant.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

December 17, 1923.

Circular No. 112

Correspondence with Senators and Representatives.

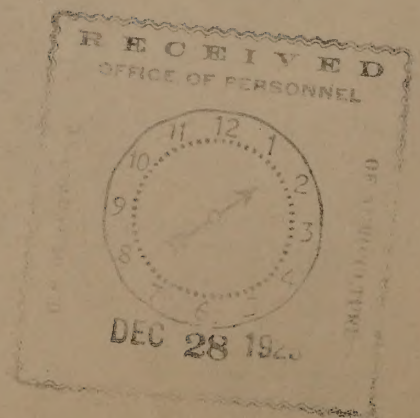
Replies from the Department of Agriculture to letters received from Senators and Representatives in Congress should be accompanied by a carbon copy of the same. This is requested by numerous Senators and Representatives in order that where feasible they may forward to their correspondents the original received from the Department and at the same time have a carbon for retention in their files. At present the extra copies must be made in the offices at the Capitol, an unnecessary duplication of work, which proves difficult because of the limited office forces available there.

Letters to Senators and Representatives presented for the signature of the Secretary should be accompanied by an extra carbon copy for this purpose. Carbon copies for use in this way may be written on the same thin paper, without letterhead.

Care should be taken to return to Senators and Representatives any communications transmitted to the Department with their letters. Copies, of course, should be retained for the Department's files.

By direction of the Secretary:

[Signature]
Administrative Assistant



54

12/7/23.

Mr. Jump:

I think it would be well to remind the Bureau Chiefs about returning to Congressmen any letters forwarded to the Department by them, being careful to retain copies for our files. We are doing this now, but the Bureaus sometimes fail to make copies for their files, which means the letter must either be returned to the Bureau or a copy made here.

A good suggestion

*There is a paragraph
to that effect in the revised
regulations.*

JH

S.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

December 4, 1923.

CIRCULAR NO. _____.

Correspondence with Senators and
Representatives.

Replies from the Department of Agriculture to letters received from Senators and Representatives in Congress hereafter ^{should} ~~shall~~ be accompanied by a carbon copy of the same. This is requested by numerous Senators and Representatives in order that where feasible they may forward to their correspondent the original received from the Department and at the same time have a carbon for retention in their files. At present the extra copies must be made in the offices at the Capitol, an unnecessary duplication of work, which proves difficult because of the limited office forces available there.

Letters to Senators and Representatives presented for the signature of the Secretary should be accompanied by an extra carbon copy for this purpose. Carbon copies for use in this way may be written on the usual thin paper, without letterhead.

By direction of the Secretary:

Administrative Assistant.

Care should be taken to return to Senators and Representatives any letters forwarded to the Department by them. Copies, of course, should be ~~retained to~~ retained for the Department's

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

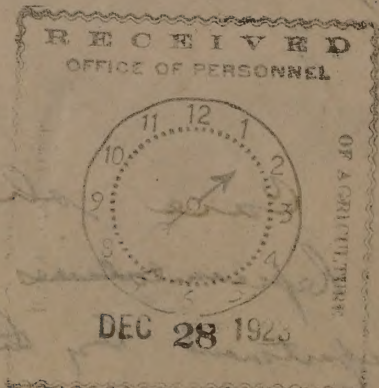
December 4, 1923.

CIRCULAR NO. _____

Correspondence with Senators and Representatives.

Letters from the Department of Agriculture to Senators and Representatives in Congress hereafter shall be accompanied by a carbon copy of the same. This is requested by numerous Senators and Representatives in order that where feasible they may forward to their correspondent the original received from the Department and at the same time have a carbon for retention in their files. At present the extra copies must be made in the office of the Capitol, an unnecessary duplication of work, which proves difficult because of the limited office forces available there. Letters to Senators and Representatives presented for the signature of the Secretary should be accompanied by an extra carbon copy for this purpose. Carbon copies for use in this way may be written on the usual thin paper, without letterhead. By direction of the Secretary:

Administrative Assistant.



Handwritten notes at the bottom of the page, mostly illegible due to fading and bleed-through. Some visible words include 'should be taken to...', 'forwarded to the...', 'of course, should be...', and 'for the...'